



# SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

## LICENSING DIVISION

9621 Ridgehaven Court, PO Box 939062  
San Diego, CA 92193-9062



## INSTRUCTIONS FOR PARATRANSIT/FOR-HIRE VEHICLE DRIVER

### AGREEMENT/CHECK-OFF REQUIREMENTS

Upon receipt of the application, drivers agree to submit to the following requirements and to comply with all the laws, rules, and regulations pursuant to MTDB's Uniform Paratransit Ordinance.

Fraudulent, false, or misleading information will result in the denial of the Identification Card. Failure to comply or violation of the laws and regulations set forth by MTDB will be the basis for recommending denial, suspension or revocation and are subject to the General Managers Administrative Process and/or action.

Applications are accepted at the Sheriff's Administrative Center, License & Criminal Registration Division. Drug and alcohol tests must be received by our office before we can start the process. We highly recommend you call to make sure we have the results prior to coming to the office. Current business hours are located on our website, or you may call (858) 974-2020.

Office address: Sheriff's Administrative Center, License & Criminal Registration Division  
9621 Ridgehaven Court, San Diego, CA 92123

### REQUIRED DOCUMENTS

1. **Completed Paratransit/For-Hire Vehicle Driver application.**
2. **Valid California Driver's License** - Class B is required for passenger vehicle of ten (10) or more passengers, including driver). MTS Ordinance 11 drivers in MTS juris must be 21 years of age
3. **Safety Certificate** (DQE Certificate) from MTS
4. **Valid First Aid and CPR training card**
5. **Substance abuse test results and alcohol test results** - must be received by the Sheriff's Department BEFORE application will be accepted. Positive results may affect the approval of this license. Both tests are only valid for up to 30 days after the collection date.
6. **If not born in the United States**, driver must provide a valid Alien Registration Card, Employment Authorization card, Certificate of Naturalization or U.S. Passport.
7. **Hire Slip must be SIGNED AND DATED by an authorized signer of the Paratransit company.**  
The company must be registered with the Sheriff's Licensing & Criminal Registration Division and the authorized signature must be on file. An original signature is required on the Hire Slip and it must be dated by the authorized signer within seven business days of the date the driver comes into our office. Drivers cannot write the date on their own Hire Slip unless they are also an owner and authorized signer of the company.
8. **\$49.00 Live Scan Fee\*** required for Initial applications or if a current driver has allowed the permit to expire by 30 days or more. A license that is 30 days or more expired requires the driver to reapply for a new license and be live scanned again.
9. **\$121.00 Processing Fee\*** FOR INITIAL AND REAPPLYING DRIVERS

\*Fees are payable by cash, check or debit/credit card. An additional fee is charged for payments made by debit or credit. The fees are \$2.50 if paying by debit and \$3.00 if paying by credit card.



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### BACKGROUND APPLICATION PARATRANSIT/FOR-HIRE DRIVER IDENTIFICATION CARD

**Fees are Non-Refundable:** Initial/Reapply \$170 (includes Live Scan fee) Renewal \$44 Add/Modify \$25

Low-Speed Vehicle ☐ Charter ☐ Sight-Seeing ☐ Non-Emergency Medical ☐ Jitney ☐

Number of Passenger Seats (including driver) for vehicle to be driven: \_\_\_\_\_

Full Name \_\_\_\_\_  
Last Name First Name Middle Name

Any other name used, aliases past and present (include maiden name) \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_ Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_ Alien Registration Number \_\_\_\_\_ U.S. Citizen? \_\_\_\_\_

Gender \_\_\_\_\_ California Driver's License \_\_\_\_\_ Social Security \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

Residence Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

1. Have you had a traffic ticket or accident while operating a motor vehicle, in the last 5 years? YES ☐ NO ☐
2. Have you EVER been addicted to the use of narcotics or dangerous drugs, including alcohol? YES ☐ NO ☐
3. Are you required to register pursuant to Penal Code section 290? YES ☐ NO ☐
4. Have you EVER been arrested or convicted for any misdemeanor or felony offense? YES ☐ NO ☐
5. Are you currently under the supervision of any Court, Probation or Parole official? YES ☐ NO ☐

**If you answered "yes" to questions 1, 2, 3, 4 or 5 above, please explain on page 3.**

#### ALL APPLICANTS ARE SUBJECT TO A COMPLETE BACKGROUND INVESTIGATION

I certify under penalty of perjury that the information I have given is true and correct to the best of my knowledge and belief. I understand and agree to having all required notices, unless otherwise specified, sent by U.S. Mail to the address given on the application. I have read and understand the sections of MTDB's Uniform Paratransit Ordinance for Transportation Services.

Signature of Applicant/Driver \_\_\_\_\_ Date: \_\_\_\_\_



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### BACKGROUND APPLICATION PARATRANSIT/FOR-HIRE DRIVER IDENTIFICATION CARD

#### Explanations for "Yes" answers on Page One

1. Traffic tickets or accidents while operating a motor vehicle. List date(s) and what happened.

*Example: 2021 Speeding Paid fine/Traffic School*

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2. Addiction to use of narcotics and/or dangerous drugs: Date(s) and Type(s) of drugs:

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3. Registered Sex Offender: Date(s) of conviction(s), where registered/registration number:

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4. Convictions or Arrest:

Conviction Date	Place	Charge	Arresting Agency	Date Placed on Probation or Release Date

5. Supervising Agency:\_\_\_\_\_

Probation [ ] Parole [ ]

Name of P.O.\_\_\_\_\_

Reason\_\_\_\_\_

Date Placed on Supervision\_\_\_\_\_

How long? \_\_\_\_\_